

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

REAL ESTATE APPRAISERS-ACCTING
1102 Q STREET, STE 4100
SACRAMENTO, CA 95811

Employee Name CLARK, B
Expense Dates 10/08/09-10/31/09
Total Expense Amount 399.47
Amount Due Employee 399.47
Form ID TEA000538456

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 10/14	Parking, Auto	78.00	
2) 10/30	Gasoline	12.40	
3) 10/30	Parking, Auto	15.00	
4) 10/31	Bridge Tolls	14.00	
5) 10/31	Parking, Auto	21.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by:

Diane Westphal

D WESTPHAL

Travel & Expense Account Summary

Employee Name B CLARK
Expense Dates 10/08/09-10/31/09
Report Name October 2009 TEC

Request Total \$ 399.47
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 399.47

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CPRA	157.76
Regular Travel	Desert Appr	87.48
Regular Travel	AI	49.39
Regular Travel	AARO	104.84

NOTE: (d)=Direct Charge

DATE	Thu Oct 8	Wed Oct 14								TOTAL
Mileage Personal Auto	13.42	13.42								26.84
Parking, Auto		78.00								78.00
TOTALS \$	13.42	91.42								104.84

DATE	Thu Oct 22									TOTAL
Mileage Personal Auto	49.39									49.39
TOTALS \$	49.39									49.39

**Travel & Expense Account
Summary**

DATE	Fri Oct 30									TOTAL
Breakfast	6.00									6.00
Gasoline	12.40									12.40
Dinner	18.00									18.00
Parking, Auto	15.00									15.00
Mileage, Personal Auto	36.08									36.08
TOTALS \$	87.48									87.48

DATE	Sat Oct 31									TOTAL
Bridge Tolls	14.00									14.00
Parking, Auto	21.00									21.00
Mileage, Personal Auto	122.76									122.76
TOTALS \$	157.76									157.76

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	AARO	10/08/09	Mileage, Personal Auto	13.42	Cash
Regular Travel	AARO	10/14/09	Parking, Auto	78.00	Cash
Regular Travel	AARO	10/14/09	Mileage, Personal Auto	13.42	Cash
Regular Travel	AI	10/22/09	Mileage, Personal Auto	49.39	Cash
Regular Travel	Desert Appr	10/30/09	Breakfast	6.00	Cash
Regular Travel	Desert Appr	10/30/09	Gasoline	12.40	Cash
Regular Travel	Desert Appr	10/30/09	Dinner	18.00	Cash
Regular Travel	Desert Appr	10/30/09	Parking, Auto	15.00	Cash
Regular Travel	Desert Appr	10/30/09	Mileage, Personal Auto	36.08	Cash
Regular Travel	CPRA	10/31/09	Bridge Tolls	14.00	Cash
Regular Travel	CPRA	10/31/09	Parking, Auto	21.00	Cash
Regular Travel	CPRA	10/31/09	Mileage, Personal Auto	122.76	Cash

TRAVEL EXPENSE CLAIM (STD 262) – RECEIPTS

(Bob Clark - October, 2009)

**SACRAMENTO INT'L
AIRPORT**

Cashier : 56 Seq # 11860
License Plate : NOPLATE
Ent : 04:41 10/08/09 Lane 56
Exit: 00:43 10/14/09 Lane 75
Duration: 5D(s) 20H(s) 2M(s)
Rate Code: 38

FEE \$ 78.00
AMOUNT TEND \$ 80.00
CASH \$ 78.00
CREDIT CARD \$ 0.00
CHECK \$ 0.00
CHANGE CALC \$ 2.00

PAID AT CT \$ 78.00
Taxes Included
*** Thank You ***

7-ELEVEN
3490 E. JURUPA STREET
ONTARIO CA 917612904
9096050262
STORE#: 33035
THANK YOU
PLEASE COME AGAIN

D#10 RUL
6.029 GAL @ 2.919 /GAL
17.60 -30.00 PREPAY -12.40
SUBTOTAL -12.40
REFUND DUE -12.40
CASH -12.40

WE VALUE
OUR CUSTOMER
***** REPRINT *****
T#01 OPO2 TRN4101 10/30/2009 03:52 pm

**Sacramento Int'l
Airport**

Cashier : 63 Seq # 29566
License Plate : XX NOPLATE
Ent : 05:44 10/30/09 Lane 39
Exit: 18:29 10/30/09 Lane 50

FEE \$ 15.00
AMOUNT TEND \$ 20.00
CASH \$ 15.00
CREDIT CARD \$ 0.00
CHECK \$ 0.00
CHANGE CALC \$ 5.00

PAID AT CT \$ 15.00
Taxes Included

*** Start Calculation Details ***

1 Day(s) @ \$15.00 = \$15.00

*** End Calculation Details ***

*** Thank You ***

TOLL RECEIPT

California Depart of Transportation
Richmond-San Rafael
ATCAS

Please Dont Drink and Drive!

10/31/09 09:07:34 LANE: 05 ID: 323
CLASS: 12 \$ 4.00 CASH

THANK YOU

GOLDEN GATE BRIDGE

COLLECTOR B51 LANE 07

2 AXLE \$6.00

CASH

10/31/09 09:32:22



CASH RECEIPT

* 10/31/2009 11:06P Pd: \$21.00

Includes 25% City Parking Tax, When Applicable.

Thank You for Parking with Us

California Parking Company

P.O. Box 2882

San Francisco, CA 94126

(415) 468-4860

OPERATORS / CONSULTING / VALET

TOLL RECEIPT

California Department of Transportation

CALTRANS - ATCAS
Carquinez Strait Bridge

Thank You !!

10/31/09 17:22:04 LANE: 11 ID: 402
CLASS: 12 \$ 4.00 CASH

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

REAL ESTATE APPRAISERS-ACCT 1102 Q STREET, STE 4100 SACRAMENTO, CA 95811
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Employee Name	CLARK, B
Expense Dates	10/08/09-10/13/09
Total Expense Amount	1424.65
Amount Due Employee	1424.65
Form ID	TEA000538344

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/08	O/S Lodging	234.73	
2)	10/08	O/S Taxi Fare	24.00	
3)	10/08	O/S Incidentals	6.00	
4)	10/09	O/S Lodging	234.73	
5)	10/09	O/S Incidentals	6.00	
6)	10/10	O/S Lodging	234.73	
7)	10/10	O/S Incidentals	6.00	
8)	10/11	O/S Lodging	234.73	
9)	10/11	O/S Incidentals	6.00	
10)	10/12	O/S Lodging	234.73	
11)	10/12	O/S Incidentals	6.00	
12)	10/13	O/S Taxi Fare	23.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Travel & Expense Account
Transmittal Sheet

Approved
by:


D WESTPHAL

Travel & Expense Account Summary

Employee Name B CLARK
 Expense Dates 10/08/09-10/13/09
 Report Name October 2009 OST

Request Total \$ 1424.65
 Direct Charge Total - 0.00
 Travel Advances - 0.00
 Net Due Employee = 1424.65

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	AARO	1424.65

NOTE: (d)=Direct Charge

DATE	Thu Oct 8	Fri Oct 9	Sat Oct 10	Sun Oct 11	Mon Oct 12	Tue Oct 13				TOTAL
O/S Lodging	234.73	234.73	234.73	234.73	234.73					1173.65
O/S Breakfast	6.00	6.00	6.00	6.00	6.00	6.00				36.00
O/S Lunch	10.00	10.00				10.00				30.00
O/S Dinner	18.00	18.00	18.00	18.00	18.00	18.00				108.00
O/S Taxi Fare	24.00					23.00				47.00
O/S Incidentals	6.00	6.00	6.00	6.00	6.00					30.00
TOTALS \$	298.73	274.73	264.73	264.73	264.73	57.00				1424.65

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	AARO	10/08/09	O/S Lodging	234.73	Cash
Regular Travel	AARO	10/08/09	O/S Breakfast	6.00	Cash
Regular Travel	AARO	10/08/09	O/S Lunch	10.00	Cash
Regular Travel	AARO	10/08/09	O/S Dinner	18.00	Cash
Regular Travel	AARO	10/08/09	O/S Taxi Fare	24.00	Cash
Regular Travel	AARO	10/08/09	O/S Incidentals	6.00	Cash
Regular Travel	AARO	10/09/09	O/S Lodging	234.73	Cash
Regular Travel	AARO	10/09/09	O/S Breakfast	6.00	Cash
Regular Travel	AARO	10/09/09	O/S Lunch	10.00	Cash
Regular Travel	AARO	10/09/09	O/S Dinner	18.00	Cash
Regular Travel	AARO	10/09/09	O/S Incidentals	6.00	Cash
Regular Travel	AARO	10/10/09	O/S Lodging	234.73	Cash
Regular Travel	AARO	10/10/09	O/S Breakfast	6.00	Cash
Regular Travel	AARO	10/10/09	O/S Dinner	18.00	Cash
Regular Travel	AARO	10/10/09	O/S Incidentals	6.00	Cash
Regular Travel	AARO	10/11/09	O/S Lodging	234.73	Cash
Regular Travel	AARO	10/11/09	O/S Breakfast	6.00	Cash
Regular Travel	AARO	10/11/09	O/S Dinner	18.00	Cash
Regular Travel	AARO	10/11/09	O/S Incidentals	6.00	Cash
Regular Travel	AARO	10/12/09	O/S Lodging	234.73	Cash
Regular Travel	AARO	10/12/09	O/S Breakfast	6.00	Cash
Regular Travel	AARO	10/12/09	O/S Dinner	18.00	Cash
Regular Travel	AARO	10/12/09	O/S Incidentals	6.00	Cash
Regular Travel	AARO	10/13/09	O/S Breakfast	6.00	Cash
Regular Travel	AARO	10/13/09	O/S Lunch	10.00	Cash
Regular Travel	AARO	10/13/09	O/S Dinner	18.00	Cash
Regular Travel	AARO	10/13/09	O/S Taxi Fare	23.00	Cash

TRAVEL EXPENSE CLAIM (STD 262) – RECEIPTS

(Bob Clark - Out of State - October, 2009)

**FRIENDLY CAB CO.
FARE RECEIPT**

FARE \$21.45 OTHER ^(TIP) 2.55 TOTAL \$24.00

FROM Reagan National Airport

TO Westin City Center

DATE 10/8/09

DRIVER, NAME _____

NO. _____

ARLINGTON VA.



Taxi Cab Receipt

DATE: 10/13/09 TIME: 12:45 PM

ORIGIN Westin City Center CAB # 4789

DESTINATION: Reagan Airport

FARE: \$ 23.00 SIGNATURE _____

westin washington, dc city center
 1400 m street, nw washington, dc 20005
 phone 202.429.1700 fax 202.785.0786
 www.westin.com/washingtondcccitcenter

guest _____ travel agent/charge to _____
 Robert Clark room 626
 rate 205.00
 1102 Q Street no pers 1
 Suite 4100 folio 250823 EX-A
 Sacramento, CA 95811 page 1
 arrive 08-OCT-09 17:36
 depart 13-OCT-09
 AAJ08B payment DI

date	folio	description	charges/credits
08-OCT-09	RT626	Room Charge	205.00
08-OCT-09	RT626	Room Tax	29.73
09-OCT-09	RT626	Room Charge	205.00
09-OCT-09	RT626	Room Tax	29.73
10-OCT-09	RT626	Room Charge	205.00
10-OCT-09	RT626	Room Tax	29.73
11-OCT-09	RT626	Room Charge	205.00
11-OCT-09	RT626	Room Tax	29.73
12-OCT-09	RT626	Room Charge	205.00
12-OCT-09	RT626	Room Tax	29.73
13-OCT-09	DI	Discover Network	1173.65-
		Balance Due	0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

** continued on the next page **

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges

signature _____

Robert Clark
 FOLIO 250823 08-OCT-09

